Guidelines for Presenting Your Portfolio for Membership

Student organizations that increase awareness of the similarities and differences that exist between cultural groups; promote cultural understanding and tolerance; and celebrate the diversity of the campus community are welcome to join the AICA General Council.

AICA groups are required to submit and present their portfolio for membership at the Finance Committee meetings.

Below are guidelines that will help you or your designee present and conduct a successful Portfolio for Membership presentation.

Your portfolio should be organized in the order listed below (include specific heading):

a) **Cover page:**
   - Name of organization
   - Petition to Obtain Membership to AICA
   - Dates organization attended AICA general meetings
   - Date of formal presentation
   - Name of student conducting the presentation

b) **Proof of current recognition from the SORC:**
   - Copy of email from the Student Life and Leadership that confirms your club’s application for recognition has been processed and approved
   - Copy of your constitution

c) **Leadership**
   - A list of current officers and advisor(s) with contact information
   - Include number of currently active members

d) **Organizational Budget and List of Activities**
   - An organizational budget for the year that indicates sources of income and anticipated expenses
   - A list of events that the organization plans to ask for AICA funding support

e) **Organizational History**
   - A one-page summary/history of the organization, with an emphasis on the main purpose of the organization and the specific cultural aspects of the group

f) **Organizational Goals**
   - Description of goals the organization plans to accomplish during the fall and spring semesters and the cultural relevance of those goals
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g) Rationale
- One to two paragraphs that specifically address why the group wants to join AICA
- How will the petitioning organization benefit from AICA membership? Be specific/provide examples.

Conducting Your Presentation

Script:
My name is _______________ and I am with (name of your student organization). I am here today to present my club’s Portfolio for Membership.

- Distribute copies to executive board (6) and finance committee (4)
- Allow 5 minutes for e-board and finance committee to read the portfolio
- The AICA chair will turn to you and ask you to begin your presentation

DO NOT READ YOUR PORTFOLIO VERBATIM – rather:
- Talk us through each section of your portfolio, summarizing and highlighting aspects of each section
- Discuss your portfolio in an organized, knowledgeable, and concise manner
- Presenters should be prepared and confident in their ability to respond to questions that require clarification, elaboration, examples, or any other items that are relevant or pertinent to the membership portfolio
- Don’t rush through your presentation, but don’t take a long time either (5-7 minutes)
- Whoever presents the portfolio should be well versed on AICA and familiar with the AICA process for approving membership
- Avoid making mistakes - practice your presentation with an advisor days in advance of the meeting

YOU MUST PROVIDE 10 DOUBLE-SIDED STAPLED COPIES OF YOUR COMPLETED PORTFOLIO.

PLEASE NOTE: portfolios and presenters will be evaluated by the finance committee. Refer to the New Member Portfolio Evaluation for details on evaluation criteria.

If you would like assistance with preparing and presenting your portfolio, please contact the executive board or AICA advisors to schedule an appointment:

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